

*Wisconsin Department of Transportation (WisDOT)
Traffic Signing & Marking Enhancement Grants Program*

**GENERAL INSTRUCTIONS FOR THE
2004 PROJECT APPLICATION FORM**

Application Form: Please submit **1 original application with project map, and six copies per project.**

- *Question 1* – provide a clear and descriptive location for the project, and include a project map.
- *Question 2* – circle one project location description (Urban, Suburban, Rural) – refer to the program materials packet for guidelines found under “**Program Eligibility**”.
- *Question 3* – indicate any unique characteristics of the project area that may contribute to an increased prevalence of older drivers and/or pedestrians (site-specific examples or U.S. Census Bureau Tract Data for the proposed project area.)
- *Question 4* – in detail, describe the project area, including project length (miles/feet), segment type and/or intersection, crash rate (if data is available), and/or current vehicle volumes.
- *Question 5* – list information that details any current hazards existing in the proposed project area.
- *Question 6* – describe the proposed project as succinctly as possible **in no more than five additional 8.5” x 11” pages, including pictures or maps.** This required summary is particularly helpful to the committee charged with reviewing the project. Information detailed in Question 5 can be drawn into this summary if the proposed project directly addresses those hazards that currently exist.
- *Question 7* – estimate proposed project cost breakdowns and major construction items that will be included. An accurate cost estimate is critical because these awards will be capped, and the sponsor will be responsible for any costs that exceed the project award amount. Also include the estimated program funds requested for these proposed project costs. To ensure the reasonableness of estimates, a more detailed budget should be included if a particular project does not fit into any of the categories listed in Question 7.
- *Question 8a-d* – review and confirm completed key application elements by answering yes or no.
- *Question 9a-c* – an understanding of the following program requirements must be completed by having the person signing under Question 10 initial and accept each statement.
- *Question 10* – a primary contact person or public official from the sponsoring local government that has fiscal authority must sign-off on the proposed project application.
- *Number Eleven* – the head of the local government or their designee **must sign and date** the **Terms and Conditions** when submitting the application.

Completed application and map (original plus six copies) must be postmarked with an official Post Office date stamp (private postage meter stamp will not be accepted after deadline) by Friday, June 4, 2004 to be eligible for funding.

NO LATE APPLICATIONS WILL BE ACCEPTED

Wisconsin Department of Transportation (WisDOT)
**2004 PROJECT APPLICATION FORM FOR:
TRAFFIC SIGNING & MARKING ENHANCEMENT GRANTS PROGRAM**

PROJECT DESCRIPTION

(1) NAME OF ROAD/INTERSECTION		HWY NO.
COUNTY	CITY OF	TOWN OF
(2) PROJECT LOCATION (Circle One): URBAN, SUBURBAN, RURAL (Refer to Program Materials for guidelines)		

PREVALENCE OF OLDER DRIVERS AND PEDESTRIANS IN THE PROPOSED PROJECT AREA

(3) 2000 US CENSUS BUREAU TRACT DATA – AND/OR OTHER CONDITIONAL FACTORS FOR THEIR PRESENCE: Examples – assisted living center – church – hospital, etc.
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(4) SEGMENT Current Average Daily Traffic	PROJECT LENGTH Miles
Roadway Width	Crash Rate Shoulder Width

INTERSECTION	Crash Rate	Entering Vehicle Volume
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IDENTIFICATION OF PROPOSED PROJECT AREA HAZARDS THAT CURRENTLY EXIST

(5) Explain identified hazards such as: visibility restrictions, curves, hills, intersection problems, bike/ped conflicts, narrow shoulders, rutting, etc.
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PROPOSED TRAFFIC MARKING ENHANCEMENT AND DEMONSTRABLE BENEFITS

(6) Describe the proposed project and how it will address the identified problem area. This information is limited to no more than five additional 8.5" x 11" pages, including pictures or maps.
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Project Cost: An accurate cost estimate is critical because the sponsor will be responsible for any costs that exceed the project award amount. List the broad categories of expenses in the following table. To ensure the reasonableness of estimates, a more detailed budget should be included if a particular project does not fit into any of the categories listed below.

(7) Estimate project costs breakdown:	Estimated Grant Funds Requested (75% MAXIMUM Available Award)
Major Construction Items – Signs, materials, other:	
Other Costs	
** TOTAL	

**** Project sponsor is responsible for any project costs in excess of the approved project limit.**

Project Checklist (check - Yes or No)

(8) a. Crash history of the proposed project area	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Documentation and/or description of the prevalence of older drivers and pedestrians in the project area.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Highway safety project analysis – Cost/Benefit analysis sheet (if available)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Signed Terms and Conditions Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No

(9) Please confirm your understanding of the following project conditions by **initialing** below:

Person initialing and signing the application must have fiscal authority for the public sponsor.

- a. The sponsor must provide matching dollar funding of at least 25% of project costs.
_____ **Accepted.**
- b. This is a **reimbursement** program. The sponsor must finance the project until state reimbursement funds are available at completion of the project.
_____ **Accepted.**
- c. The sponsor must fund project costs in excess of the amounts indicated in **Project Cost** section at no expense to state funding sources.
_____ **Accepted.**

Contract Information and Signature

(10) PRIMARY CONTACT PERSON or PUBLIC SPONSOR AGENCY		
NAME	TITLE	
ADDRESS	TELEPHONE ()	
	STATE	ZIP
SIGNATURE OF LOCAL APPROVING AUTHORITY		DATE
E- MAIL:		

TERMS AND CONDITIONS

1. The initiation and accomplishment of the improvement will be subject to the applicable State and Federal laws, rules and regulations.
2. The construction of and/or installation of the improvement will be in accordance with the appropriate standards unless an exception to standards is granted by the state prior to construction. These standards can be found in: The 2000 Manual on Uniform Traffic Control Devices (MUTCD), and April 2002: Wisconsin Manual on Uniform Traffic Control Devices (WMUTCD). The entire cost of construction projects not constructed to standards will be the responsibility of the municipality unless such exception is granted.
3. This agreement is subject to the availability of funds appropriated for this program.
4. The municipality will assume all responsibility for complying with germane environmental requirements for the improvement.
5. It is imperative that locals not incur any project costs they expect to be reimbursed under the program prior to receiving their signed State/Municipal agreement from WisDOT.
6. Wisconsin State Statute §85.027 created the Traffic Signing & Marking Enhancement Program, the department shall award grants under this section from the appropriation under s. 20.395 (2) (ev).
7. State financing will be limited to 75 percent (%) participation in eligible items or to the limit approved for the improvement, whichever is less.
8. State payments will be made after the improvement is complete, the contractor (if applicable) has been reimbursed, and upon receipt of a state form requesting reimbursement.
9. The municipality will keep records of the cost of the improvement together with letting documents and will have them available for inspection by representatives of the state and will furnish copies thereof when requested.
10. The municipality will maintain, at its own cost and expense, all portions of the project that lie within its jurisdiction and will make ample provision of such maintenance as long as the road remains open to traffic.
11. Local governments will be expected to complete their project and apply to WisDOT for reimbursement no later than three years from the date the project agreement is signed by WisDOT.

This request is subject to the terms and conditions above and is made by the undersigned under proper authority to make such request for the designated Municipality and upon acceptance by the State shall constitute agreement between the Municipality and the State.

Signed by: _____
Head of Government/Designee Date